Instructions for requesting access to an ERIC account:

1. First, you must create your own DEQ Portal account. Only registered users of the DEQ Portal can gain access to ERIC. First time users need to create a portal account. Point your web browser to the LDEQ Emissions Inventory home page: http://www.deq.louisiana.gov/ERIC

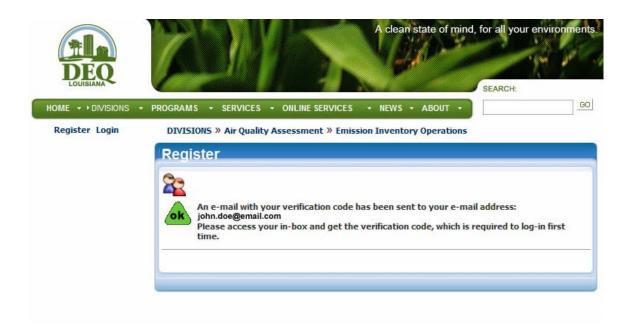


2. Click on the Register button that is just below the DEQ logo, and it will bring you to the following screen:

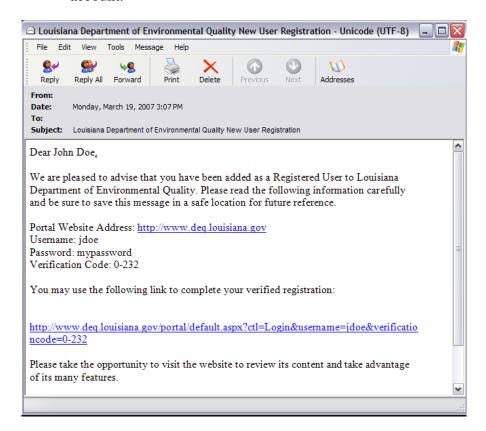


3. Complete the registration form shown above to create your DEQ Portal Account.

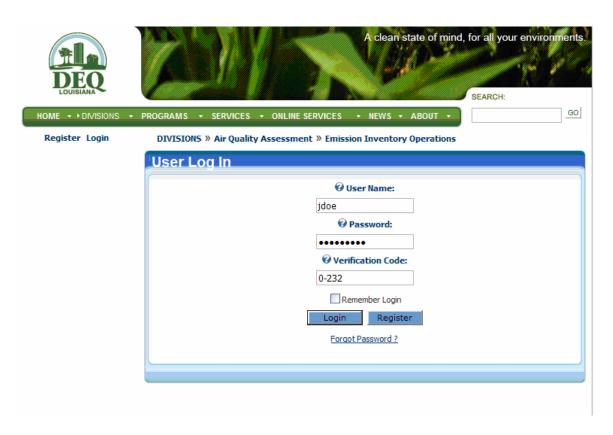
4. The LDEQ portal system will automatically give you a screen message (see below) and send you a confirmation email.



5. Follow the instructions in the email (sample below) to activate your portal account.



Once your DEQ portal account is active, log back in to the portal and back to
the Emissions Inventory home page: http://www.deq.louisiana.gov/ERIC.
Complete this screen, including entering the Verification code that you
received in your email from DEQ to complete login.



7. With a successful Login to the Portal, you will be directed back to the Emissions Inventory home page. On the left side of the page, click on the link Login to ERIC.



8. At the bottom of the ERIC home page screen, you will see a link (shown below) to request access to an ERIC account:



9. When you click this link, you will be directed to the access request page, which shows two options. Select the option labeled "I am an employee of the facility owner, or a designated consultant":



- 10. You are prompted to enter the Agency Interest numbers you want access to (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) you are requesting access to. Click the "Submit" button to continue.
- 11. The ERIC system will display the Agency Interest(s) you have requested access to and ask you to confirm the request. Make sure the accounts are those you intended and click "Confirm" if they are correct. Your request will be added to the administration screen for the account(s) you have requested. However, the administrator for the account is not notified by email, so please remember to contact them directly to let them know you have made the request. Also note that you will not receive a system email letting you know if or when access is granted.